

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047

September 19, 2002

In Reply Refer To:
1400-410 (HR-220) P

EMS TRANSMISSION
Information Bulletin No. HR-2002-104,

To: BC, HR, NI, and ST Center Directors
WO-330D, WO-570D, WO-560D, WO-200D Project Managers
Training Coordinators

From: Director, National Human Resources Management Center

Subject: Training Announcement for Computer Training, October 2002 through January 2003

On October 1, 2002, Microsoft XP Word 2002 will replace WordPerfect as the Bureau's word processing standard. To assist employees in this transition, NHRMC has arranged and will be offering computer skills training for Microsoft XP office suite during October 2002 through January 2003.

What's New with 2002?

For employees who would like to start the Fiscal Year and the conversion out by discovering some the differences between Corel's WordPerfect, Microsoft's 2000 Office Suite, and Microsoft's XP (2002 Office Suite) they may register and attend this class. This class will be an informational PowerPoint presentation discussing the features that Microsoft XP offers.

Course	Day	Date	Time	Location	Number of slots	Budget
October						
What's New in 2002?	Wed	10/2/02	9:00 to 10:30	East/Center Conference Room	40	Overhead
What's New in 2002?	Wed	10/2/02	10:30 to 12:00	East/Center Conference Room	40	Overhead
What's New in 2002?	Wed	10/2/02	1:00 to 2:30	East/Center Conference Room	40	Overhead
What's New in 2002?	Wed	10/2/02	2:30 to 4:00	East/Center Conference Room	40	Overhead

What's New in 2002?	Wed	10/9/02	9:00 to 10:30	East/Center Conference Room	40	Overhead
What's New in 2002?	Wed	10/9/02	10:30 to 12:00	East/Center Conference Room	40	Overhead
What's New in 2002?	Wed	10/9/02	1:00 to 2:30	East/Center Conference Room	40	Overhead
What's New in 2002?	Wed	10/9/02	2:30 to 4:00	East/Center Conference Room	40	Overhead

Supervisors should submit to the appropriate training coordinator, the names of employees who would like to be nominated for attendance in the above classes. Training coordinators will forward all nominees, **by e-mail to Emily Alvarado at Emily_Alvarado@blm.gov**. Because nominations are accepted on a first-come, first-serve basis, please turn nominations in as they are received. Each class is limited to 40 people. Registration for the Wednesday, October 2, 2002, classes **will close on Friday, September 27, 2002**. Registration for the Wednesday, October 9, 2002, classes **will close on Friday, October 4, 2002**. Training coordinators are as follows:

Center	Training Coordinator	Phone Number & E-mail
BC	Amy Castelli	236-8857 & Amy_Castelli@blm.gov
HR	Luron Porter	236-6503 & Luron_Porter@blm.gov
NI/WO-200D	Emily Alvarado	236-1692 & Emily_Alvarado@blm.gov
ST	Rheda Dodd	236-6454 & Rheda_Dodd@blm.gov
WO-330D	Suzanne Rebek	236-2316 & Suzanne_Rebek@blm.gov
WO-560D/570D	Barbara Guest	236-8915 & Barbara_Guest@blm.gov

The following is the schedule of classes for Word 2002, Excel 2002, PowerPoint 2002 and Access 2002 classes; Attachment 1 has a brief description of these classes:

Course	Day	Date	Time	Location	Number of slots	Budget
October 2002						
Word 1 for WordPerfect Users	Thurs	10/10/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Word 1 for WordPerfect Users	Fri	10/11/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Word 1	Wed	10/16/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Excel 1	Thurs	10/17/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead

Word 1 for WordPerfect Users	Fri	10/18/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Word 1	Tues	10/29/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Excel 1	Wed	10/30/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
PowerPoint 1	Thurs	10/31/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
November 2002						
Access 1 (a 2-day class)	Tues & Wed	11/5/02 & 11/6/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Word 2	Thurs	11/7/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Excel 1	Tues	11/12/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Excel 1	Wed	11/13/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Excel 2	Thurs	11/14/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Word 2	Tues	11/19/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
PowerPoint 1	Wed	11/20/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Excel 2	Thurs	11/21/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead

December 2002						
Word 1 for WordPerfect Users	Tues	12/3/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Word 3	Wed	12/4/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Word 2	Thurs	12/5/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
PowerPoint 1	Tues	12/10/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Excel 3	Wed	12/11/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Access 2 (a 2-day class)	Thurs & Fri	12/12/02 & 12/13/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	NTC
Word 1	Tues	12/17/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
PowerPoint 2	Wed	12/18/02	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
January 2003						
Word 1	Tues	1/7/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Access 1 (a 2-day class)	Wed & Thurs	1/8/03 & 1/9/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Word 1	Tues	1/14/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
PowerPoint 1	Wed	1/15/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Word 2	Thurs	1/16/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead

Excel 2	Tues	1/21/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Excel 1	Wed	1/22/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Word 3	Thurs	1/23/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
PowerPoint 2	Tues	1/28/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead
Excel 2	Wed	1/29/03	8:00 to 4:00	Bldg. 50 Computer Training Room (A1242)	12	Overhead

Supervisors should submit to the appropriate training coordinator, the names of employees who would like to be nominated for attendance in the above classes. Training coordinators will forward all nominees, **by e-mail to Emily Alvarado at Emily_Alvarado@blm.gov**. Because nominations are accepted on a first-come, first-serve basis, please turn nominations in as they are received. Nominations should be submitted, **no later than 15 days** prior to the start of a class. Training coordinators are as follows:

Center	Training Coordinator	Phone Number & E-mail
BC	Amy Castelli	236-8857 & Amy_Castelli@blm.gov
HR	Luron Porter	236-6503 & Luron_Porter@blm.gov
NI/WO-200D	Emily Alvarado	236-1692 & Emily_Alvarado@blm.gov
ST	Rheda Dodd	236-6454 & Rheda_Dodd@blm.gov
WO-330D	Suzanne Rebek	236-2316 & Suzanne_Rebek@blm.gov
WO-560D/570D	Barbara Guest	236-8915 & Barbara_Guest@blm.gov

If a legitimate conflict precludes an employee's attendance in a class, Training Coordinators must notify Emily Alvarado, at Emily_Alvarado@blm.gov, **11 days prior to the start** of class. She will immediately check to see if there is another employee on the waiting list for that class. If there is, the employee will be notified to determine their availability to attend. Supervisors should make every effort to ensure that their employees attend the courses they are registered for. **If the computer training is not a priority and there is some doubt whether the person can attend, the nomination should not be made.**

If the above schedule of classes does not accommodate your employee's needs or they require training on additional computer skills, below is a listing of additional sources that provide computer training:

Company Name	Contact Information	Budget
New Horizons Computer Learning Center	www.nhcolorado.com Phone: (303) 745-2022 Ex. 377	Minimal cost: \$113 Cost incurred by Center
New Horizons provides a large variety in the types and levels of training available. Additionally, they provide a variety of methods for receiving that training, such as, classroom training, live on-line training, and on-line anytime training. Course catalog and schedule of classes are available on line at the above address, or at Teresa Milner's (Training Officer) desk. Register for classes by calling Dorian Henry of New Horizon at the above phone number		
USGS Technology Information Center Computer Classes – TIC TALK	http://tic.cr.usgs.gov Denver_tictrain@usgs.gov Phone: (303) 236-0083 Fax (303) 236-8888	Minimal cost: \$125 Cost incurred by Center
TIC TALK provides classroom training on a variety of computer skills and user levels. Course catalog and schedule of classes are available at your training coordinator's desk, or in the Employee Development Office, HR-220. Register for classes by e-mail, fax or phone at the above information. If you call, registration is from 8:30 a.m. to 11:00 a.m.		
Graduate School USDA	www.grad.usda.gov/self_paced Fax: (303) 236-8525 Phone: (303) 236-8500 Mail: National Independent Study Center / Graduate School, USDA 12345 Alameda Parkway, Suite 303 Lakewood, CO 80228	\$205 to \$300 Cost incurred by Center
USDA a limited number of introductory "Distance Learning Classes." Course catalogs are available at Training Coordinators desk. Register for classes by fax, mail, on-line, or by phone at the above information.		

Microsoft XP training will be offered to all National Centers employees, including contractors. Approval of a contractor's attendance in one of the above classes is subject to the decision of the chief contracting official and the contractor's immediate supervisor.

If you have any questions about computer training during fiscal year 2003, or any other training, please contact Teresa Milner, Training Officer, at 303-236-3569 or Teresa_Milner@blm.gov.

Signed
Linda D. Sedbrook
Director, NHRMC

Authenticated
Luron Porter
Staff Assistant

1 Attachment

1 - Description of Computer Courses (3 pp.)

Distribution

ST-150 – Library

Description of Computer Courses

Word 2002 Level 1

Creating a Document
Editing Text
Formatting Text
Formatting Paragraphs
Adding Tables
Using Word Timesavers
Setting Page Display and Printing Options

Word 2002 Level 1 for Word Perfect User

Creating a Document
Editing Text
Formatting Text
Formatting Paragraphs
Adding Tables
Using Word Timesavers
Setting Page Display and Printing Options
Taught by a WordPerfect Instructor to assist those employees converting from WordPerfect to Microsoft Word for the first time. Designed to help employee's transition more smoothly, and answer employee questions.

Word 2002 Level 2

Creating and Modifying Templates
Managing Tables and Table Data in Documents
Adding Graphics
Creating a Newsletter
Sending Form Letters
Creating a Web Page
Managing Document Changes

Word 2002 Level 3

Creating and Distributing Forms
Automating Tasks
Referencing Document Information
Preparing a Document for Publication
Revising Documents
Modifying an HTML Page

Excel 2002 Level 1

Getting Started
Editing Your Worksheet
Performing Calculations
Formatting
Working with Multiple Worksheets
Creating and Modifying Charts
Setting Page Display and Printing Options

Excel 2002 Level 2

Working with Templates
Sorting and Filtering Data
Importing and Exporting Data
Working with Advanced Formulas
Analyzing Data
Collaborating

Excel 2002 Level 3

Customizing Your Workbook
Working with Multiple Data Sources
Collaborating with Others Using Workbooks
Enhancing Your Worksheet Using Charts
Using Graphic Objects to Enhance Your Worksheets

PowerPoint 2002 Level 1

Creating a Presentation
Drawing Objects on Slides
Creating Charts and Tables
Formatting Text Slides
Preparing to Deliver a Presentation

PowerPoint 2002 Level 2

Creating Presentations with Special Effects
Delivering a Presentation
Creating Presentations for the Web
Reviewing and Broadcasting Presentations

Access 2002 Level 1

A 2-day class

Working with a Relational Database
Planning a Database
Building the Basic Structure
Working with Tables
Creating and Working with Select Queries
Creating and Using Forms
Creating and Using Reports
Managing a Database and Data
Controlling Data Entry
Finding and Joining Data
Creating Flexible Queries
Improving Your Forms
Customizing Your Reports
Making Your Data Available on the Web

Access 2002 Level 2

A 2-day class

Structuring Existing Data
Summarizing Data
Creating a Basic Macro
Adding Interaction and Automation with Macros
Making Forms more Usable
Making Reports More Powerful
Expanding the Reach of Your Data